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NASA Policy Directive

NPD 4300.1B

Effective Date: February 19, 1999

Expiration Date: August 22, 2021

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Personal Property Disposal Policy (Revalidated 5/2/2016 w/Change 2)**Responsible Office: Logistics Management Division****CHANGE HISTORY**

Chg#	Date	Description/Comments
1	8/22/2011	Directive revalidated with administrative corrections to include office name change and implementation of NPR 1400.1 NASA Directives and Charters Procedural Requirements.
2	5/2/2016	Directive revalidated to include cancellation of NASA Interim Directive: NM 4300-67, NASA Property Disposal Procedural Requirements. Administrative changes to sections 2. Applicability; changed "tier" to "their"; 5. Responsibility b. (1), changed "NPR 4300.1, NASA Personal Property Disposal Procedure Requirements and Guidance, and NPR 4310.1, Artifacts Identification and Disposition of NASA Artifacts". To read: "NASA Property Disposal Procedural Requirements, and NPR 4310.1, Artifacts Identification and Disposition"; changed section 7. Measurement/Verification b., took out the word "semi". Updated directive to comply with revision G of NPR 1400.

1. Policy

It is NASA's policy that:

a. Disposition of NASA-Owned-NASA-Held personal property that is no longer needed for its original acquisition intent or is excess to NASA's needs will be disposed of in a prompt manner that minimizes continued care and handling costs and maximizes reutilization while maximizing sales proceeds:

(1) Federal property is utilized in accordance with Federal Management Regulation (FMR) 41 Code of Federal Regulations (CFR) Parts 102-35 thru 37 and as authorized by 15 United States Code (U.S.C.) 3710 et seq., the

Stevenson-Wydler Technology Innovation Act of 1980, as amended.

(2) All sales of NASA property will be conducted in accordance with the Federal Property Management Regulations (FPMR), 41 CFR Part 101-45, Sale, Abandonment, or Destruction of Personal Property, 41 CFR Part 102-38, Sale of Personal Property, and Part 102-39, Replacement of Personal Property Pursuant to the Exchange/Sale Authority.

(3) The U.S. General Services Administration (GSA) is designated as NASA's Sales Center for all NASA-held surplus and exchange/sale personal property; Sales Center designation and responsibilities are described in 41 CFR 102-38.

b. NASA will aggressively pursue:

(1) Continued utilization of NASA excess and surplus personal property through transfer to Federal agencies and eligible donees including schools.

(2) Acquiring excess property from other Federal agencies for NASA use, thereby reducing new procurements and lowering NASA cost of operations.

c. All NASA property disposed of is properly and completely rendered safe and any hazard either abated or adequately identified and documented to preclude harm to the gaining entity. If any report of hazard or other problem or deficiency has been generated about such hardware/equipment, those reports will be included as an integral part of the equipment/property disposal process along with any applicable Material Safety Data Sheets.

2. Applicability

a. This NASA Policy Directive (NPD) is applicable to NASA Headquarters, and NASA Centers, including Component Facilities and to Jet Propulsion (JPL), a Federally Funded Research and Development Center.

b. This NPD is applicable to NASA contractors to the extent specified in their contracts.

c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

d. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. Authority

a. The Stevenson-Wydler Technology Innovation Act of 1980 as amended, 15 United States Code (U.S.C.) 3710 et seq., section 303 of Pub. L. 102-245 (February 14, 1992).

b. Public Buildings, Property, and Works, Public Law 107-217, August 21, 2002 previously 40 U.S.C. 471 et seq., the Federal Property and Administrative Services Act of 1949, as amended).

c. National Aeronautics and Space Act, 51 U.S.C. § 20113 (a).

d. Federal Property Management Regulations (FPMR), 41 CFR, Chapter 101.

e. Federal Management Regulation (FMR), 41 CFR, Chapter 102.

f. 48 CFR Part 945, Subpart 945.6 - Reporting, Redistribution, and Disposal of Contractor Inventory.

g. NASA Federal Acquisition Regulations Supplement (NFS), 48 CFR Chapter 18.

4. Applicable Documents and Forms

a. NASA Procedural Requirements (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements.

b. NPR 4310.1, Artifact Identification and Disposition.

5. Responsibility

a. The Assistant Administrator (AA) for the Office of Strategic Infrastructure (OSI) shall be responsible for the overall management of property disposal activity in the Agency, for establishing Agency disposal policy, and for assessing the effectiveness of policy implementation.

b. Center Directors shall be responsible for the following:

- (1) Implementing the policies established by this NPD and the requirements of NPR 4300.1, NASA Personal Property Disposal Procedural Requirements, and NPR 4310.1, Artifact Identification and Disposition.
 - (2) Appointing a Property Disposal Officer for their respective Centers who will be responsible for assuring the proper utilization, transfer, sale, or other disposition of NASA personal property.
 - (3) Establishing Center internal procedures to ensure compliance and uniformity and to protect the integrity of the sales process.
- c. Each NASA organization shall be responsible for determining whether NASA property is required for its needs. In the case of a negative determination, the NASA organization will promptly report the property with a complete commercial description to the Center Property Disposal Officer for further Federal disposal processing.

6. Delegation of Authority

None.

7. Measurement/Verification

- a. Current reports that reflect status of existing operations, including timeliness of disposal processing.
- b. Reports will be generated and/or submitted by automated data processing methods when capabilities exist and will be submitted annually by November 15 of each year.
- c. New reports, as required, will be initiated and developed jointly by the NASA Headquarters Logistics Division and NASA Center Property Disposal Officers.

8. Cancellation

NPD 4300.1A, NASA Personal Property Disposal Policy, dated February 19, 1999

Revalidated May 2, 2016 with Change 2.

Original Signed by

/s/ Sean O'Keefe
Administrator

(URL for Graphic)

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